

**FOREIGN NATIONAL STUDENT INTERN PROGRAM  
AMERICAN CENTER INTERNSHIP OPPORTUNITY  
ANNOUNCEMENT NUMBER: HNALL 14/67**

**OPEN TO:** All non-U.S. citizen university student residents in Vietnam

**POSITION:** **Public Affairs Section student Intern (17 positions)**

**OPENING DATE:** December 29, 2014

**CLOSING DATE:** January 12, 2015

**WORK HOURS:** Part-time, 6-8 hours/week

**LENGTH OF INTERSHIP PROGRAM:** Six (6) months

The Embassy of the United States of America in Hanoi is seeking 17 part-time, unpaid university student interns for the Public Affairs Section (PAS).

**BASIC FUNCTION OF THE POSITION**

The PAS Student Internship benefits both the U.S. Embassy and student interns by providing a valuable educational experience to students while assisting the U.S. Embassy accomplish important mission goals.

PAS Student Interns will be responsible for daily tasks of running the five main sections of the Public Affairs Sections: the American Center (AC), EducationUSA center, the Fulbright program, the cultural team and the press team. Responsibilities include but are not limited to: greeting clients and ensuring that they adhere to Center regulations; re-shelving books, magazines and DVDs; hosting group discussions; monitoring and reporting on speaker programs; other tasks as requested; assisting with the inventory of the collections; updating and maintaining client database; translating articles from Vietnamese to English and English to Vietnamese; working on the Embassy's Facebook page; and assisting with outreach events. Interns will receive on the job training. All duties will be performed in English. For more information about the PAS program go to [vietnam.usembassy.gov](http://vietnam.usembassy.gov).

Please contact the Human Resources Office at 3850-5000, ext. 5127/ext. 5126 for further inquiries.

**QUALIFICATION REQUIREMENTS**

**NOE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- Must be a currently enrolled university student in Vietnam.
- Must have excellent communication skills and ability to work as part of a dynamic team.
- Must be at least 18 years of age at the time of appointment and a non-U.S. citizen.
- Must have demonstrated the potential to accomplish the type of work to be performed.
- Good command of both spoken and written English is required (this will be tested).
- Familiarity with the American Center and/or EducationUSA/Fulbright programs is required.

## **ADDITIONAL SELECTION CRITERIA**

1. Non-host country foreign nationals who are legal resident students of Vietnam are required to submit the same documentation as the other applicants, and also legal residency permit for consideration.
2. All PAS Student Intern Program applicants must have graduated from high school or equivalent secondary school prior to beginning program.
3. Applicants not in their last year of university are preferred.
4. If selected, the student will receive a security background check.

## **PLEASE NOTE: INTERNS ARE NOT CONSIDERED U.S. EMBASSY EMPLOYEES**

- ❖ **The intern will not be considered as a Federal employee.**
- ❖ **There will be NO employment benefits associated with this position: annual leave accrual, sick leave, etc.**
- ❖ **There will be NO compensation or payment.**

## **TO APPLY**

Interested candidates for this position must submit the followings, or the application will not be considered:

1. Application for Foreign National Student Intern Program (find the [attached form](#)).
2. Statement of Interest form (attached) should include the student's objectives and motivations in seeking an internship and how their academic courses and other experiences relate to the Mission's goals/PAS's needs.
3. Gratuitous Service Agreement (Attached).
4. A copy of ID card and student card.
5. Copy of most recent academic transcript.
6. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION**

**Applications should be submitted through email to the address: [HanoiHR@state.gov](mailto:HanoiHR@state.gov)**  
**Subject line must be: HNALL 14/67 or your application may not be considered.**

We will only accept applications by email. If you encounter a problem, please call Human Resources Office (84-4) 3850-5126 or (84-4) 3850-5127. Please do **NOT** attach a photo on an application form.

## **POINT OF CONTACT:**

Human Resources Office  
Telephone: 84-4-3850-5000 ext. 5127/ext. 5126  
Fax: 84-4-3850-5019

**CLOSING DATE FOR THIS POSITION: January 12, 2015**

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.)